



**STATE OF LOUISIANA
YOUTH SERVICES
YS Policy No. A.2.1 "EMPLOYEE MANUAL"**

RECEIPT OF:

Attachment (d) – Employee Rules of Conduct

This is to acknowledge that I, _____
have received a copy of the "Youth Service Employee Manual, Attachment (d) "Employee Rules of Conduct", which outlines the Employee Rules and the disciplinary system adopted for the enforcement of Youth Services Employee Rules.

I understand that I am responsible for familiarizing myself with its contents; and that I must conduct myself in accordance with the Employee Rules.

I further acknowledge that if I have any questions or need assistance I will seek guidance from my supervisor.

Employee Signature

Date

Employee's Name (printed and legible)

Date